

March 16, 2016

The Board of Commissioners held its Regular Meeting on Wednesday, March 16th, 2016 in the Forand Manor Conference Room at 5:00pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Resident/Community Concerns or Comments

4. Approval of Minutes of Previous Meeting of February 17, 2016

5. Executive Summary

- Grant Funding Update**
- Pest Control**
- Department Review – Upcoming/Ongoing Activity**
- Upcoming Conferences - NAHRO/NERC/PHADA**
- Staff Training**

6. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Resident Services**
- Maintenance**

7. Cell Phone/Communication Equipment Policy– Discussion and Possible Approval

8. RESOLUTION – Procurement Policy - Discussion and Possible Approval

- 9. Public Housing Financial Write-Off's**
- 10. Section 8 Centralized Waitlist - Update**
- 11. Adjournment**

The meeting was called to order at 5:10pm by Chairman Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	Paul Charette, Vice
Chairman	Lucia DeGamma-Therriault,
Commissioner	
Gladys Burns, Commissioner	
Jackeline Parra, Commissioner	

Others in attendance

Tina Sullivan, Executive Director
Bridgett Duquette, Finance manager
Paula Llera-Delgado, Administrative Assistant
Lin Collette-Resident Forand Manor

Resident/Community Concerns or Comments:

Chairman Flynn asked if there were any resident comments or concerns. There being none Chairman Flynn moved to the next item on the agenda.

Approval of Minutes: February 17, 2016

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes and of the previous special meeting minutes. There being no further questions or concerns, a motion was made by Commissioner Parra to approve the regular meeting minutes of February 17, 2016, the motion was seconded by Commissioner DaGamma-Therriault and carried by all present.

Executive Summary

Executive Director Sullivan provided the BOC with a monthly update of all departments as well as Grant Funding, Pest Control, Department Reviews, and all the upcoming Conferences/Trainings.

Executive Director stated there is one pest, and one bed bug infestation reported this month, weekly inspections by A&D are ongoing. Unit turnovers YTD are 15.

HUD has some new regulations including Fair Housing being

introduced this fiscal year, along with random auditing of PHA'S

Executive Director Sullivan explains a few updates that are going on in the section 8 department. The department continues to issue vouchers, and maintain 98% and above of lease rate. The section 8 department will be short staffed for the next few weeks due to trainings and one employee being absent. The manager Viana DeCastro continues to attend the NTF Committee Meetings (Nuisance Task Force) at the city hall, which seems to be going well...

The Housing Authority, Blackstone Valley Health along with the City of Central Falls has applied for a grant offered through Mutual of America. The grant monies if awarded will consist of a city wide partnership, as well as include a full time position of a Certified Health Coach in house and a team of medical officials which will work along with the RSC as part of a multidisciplinary team. Executive Director Sullivan is hoping this grant funding will fit our needs at the housing.

Resident Service Coordinator Melanie Andrade has been very busy working on her goals & objectives, as well as meeting regularly with residents/clients assisting them in completing applications for services. The RSC has implemented new walking hours for both Wilfrid & Forand manor 2 days a week at both.

The residents continue to participate in the Pawtucket YMCA Fitness

program on Tuesday and Thursday mornings which includes transportation and free admission.

Executive Director met with RIPTA and was able to obtain the 15 passenger van which was donated to the Authority with the assistance of Congressman Cicilline office.

Executive Director Sullivan along with the Pawtucket Housing Authority developed an RFP for computer training, computer software, and computer IT services, which will provide trainings to both housing authorities' employees. The CFHA and the PHA are looking at different options right now for computer software, the Section 8 Manager and the Finance Manager went to view a new software which seemed to be much more user friendly.

Executive Director Sullivan stated that the CDBG (Community Development Block Grant) funds that were applied for via the city were granted in the amount of 50K to the CFHA construct a new roof. These funds are in discussion and on hold due to structural issues with the affordable home on School Street.

Upcoming projects: Washing/painting and sealing of the building, and parking lot. Executive Director Sullivan stated that there might be an issue with the cars on the premises, which she will be outreaching to

the city for suggestions of open lots.

Executive Director Sullivan provided the updated data of the Ethics Commission; the form will be available at each monthly meeting. If any member of the board feels a conflict/ potential situation, and would like to be removed from that portion of the meeting the form would have to be completed and sent to the Ethics Commission. The BOC also has the option to remain in the room, but the advice of the CFHA attorney would be to remove you completely from the meeting.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner DaGamma-Therriault made a motion to accept the Executive Summary, seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director Sullivan provided department reports which consisted of Financial Management, Housing Management, Leased Housing, Resident Services, and Maintenance & Modernization. Executive Director Sullivan stated that all departments are running smoothly.

YTD expenditures are on target with the budget per the fee

accountant, and states there are no concerns at this time with the financials of the housing.

Public Housing updates: Unit turnaround is averaging 15 days and occupancy is going well.

There are no new issues to report at Wilfrid Manor regarding pest control. Forand two minor issue to report. A&D Pest continue their weekly treatments as well

Executive Director Sullivan explains that HUD Fair Housing is going to have several changes in the upcoming year including: Fair housing requirements and policies. HUD will be providing a new module as well. The Director will be attending those trainings to assure accuracy.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Commissioner Burns and passed by all.

Cell Phone/Communication Equipment Policy

Executive Director Sullivan asked that Board of Commissioners pass

on this line item and continues to move this policy to the next, or a near future agenda due to some changes that were made by Attorney Raymond Marcaccio during review. Commissioner Therriault-DaGamma made a motion to pass and continue the Cell Phone/Communication Equipment Policy to either the next agenda or one in the near future, and was seconded by commissioner Parra.

Procurement Policy-Resolution:

Executive Director, Sullivan provided the BOC with the a copy of the current Procurement Policy of the HA, along with the said changes: US Department of Housing & Urban Development (HUD) has changed Federal Regulations pertaining to code numbers of the policy and it's handbook.

After review and discussion of the brief changes to the Procurement Policy with the said Resolution-1053, Chairman Flynn asked if there were any additional questions regarding the adoption of the said resolution, there being none Commissioner Parra moved that the foregoing Resolution be adopted and introduced, and was seconded by Commissioner Burns.

Resolution-1053 (Revisions) to the Central Falls Housing Authority Procurement Policy

Upon roll call the "Ayes and "Nays" were as follows:

Ayes

Nays

Cornelius Flynn, Chairman

Jackie Parra Commissioner

Gladys Burns, Commissioner

Lucia DaGamma-Therriault, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

Public Housing Financial Write-off's:

After discussing the Public Housing Write – Offs from FY- 2015 which still remained on the books totally \$1,648.00, Commissioner Burns, moved that the foregoing Resolution #1054 be adopted and introduced, which was seconded by Commissioner DaGamma-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:

Resolution- #1054-Public Housing Write-off's

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

The CHAIRMAN thereupon declared said motion carried and said

resolution adopted.

Section 8 Centralized Waitlist:

Executive Director Sullivan explained that PHARI (Directors Association) would like to incorporate a statewide section 8 waiting list for all housing authorities. Governor Gina Raimondo is in full support of a statewide waitlist. The only foreseeing issue would be if Rhode Island Housing Authority does don't administer the process of the waitlist. The statewide waitlist should be up and running by September 2016 that's if everything goes accordingly.

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner Parra and seconded by Commissioner Burns to adjourn the meeting at 5:40 pm. The motion was carried by all.